



# ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)

A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

## INFORMATION TECHNOLOGY ENGINEER NO. 72-915

### DIVISION OF SEWERAGE MANAGEMENT (DSM)

**\$41,870-\$54,945**

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE DEPARTMENT ENVIRONMENT AND PLANNING, DIVISION OF SEWERAGE MANAGEMENT (DSM). There is one anticipated vacancy at Department of Environment and Planning, Division of Sewerage Management (DSM). The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test in the position of Junior Information Technology Engineer.

DUTIES: An *Information Technology Engineer* performs Informational Technology (IT) specific engineering duties and liaison work in connection with the design, construction, and maintenance of County projects; Assists in planning projects; oversees field surveys to obtain data for projects and programs; designs and builds web pages using a variety of graphics software applications, techniques, and tools, including audio and video; designs and develops user-interface features; collects, organizes, and maintains field data for database and GIS systems; designs, maintains, and operates a Geographic Information System (GIS); computes engineering data either manually or through the use of computers; researches, evaluates, recommends, and then trains personnel on IT software programs and hardware platforms; designs, operates, and maintains relational databases; prepares engineering drawings for projects connected with plans and projects from surveys with Computer Aided Drafting (CAD), GIS or other computer programs; coordinates the work of construction crews; assists in designing bridges, highways, sewerage systems, and other projects; draws plans and specifications with CAD, GIS, or other computer programs; assists with reports by compilation of data and providing preliminary drafts; inspects construction and IT projects; designs an Internet based interface to integrate the various components of IT into one cohesive package; models hydraulic flows using advanced software, and analytical methods; assists with data conversion efforts to support various projects, primarily with ArcView, GIS or AutoCAD, and with data entry to support various projects, primarily with Excel and Access; performs various activities to support both engineering projects and GIS implementation projects.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED  
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE**  
**NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

EXAMINATION DATE  
**APRIL 27, 2013**

SEE  
REVERSE  
SIDE

APPLICATIONS MUST BE  
POSTMARKED BY  
**MARCH 27, 2013**

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **COLLECTION, ANALYSIS & PRESENTATION OF DATA, INCLUDING BASIC STATISTICS:** These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize and present various types of technical data and information, and the fundamental concepts, terminology and computations involved in statistical analysis for cartographic and land use planning studies.
2. **PRINCIPLES OF DATABASES FOR MICROCOMPUTERS:** These questions test for a basic background in the design and use of databases on microcomputers. They cover such topics as database terminology and concepts, analyzing a database project, planning the database, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.
3. **PRINCIPLES & PRACTICES OF CIVIL ENGINEERING & TECHNOLOGY:** These questions test for knowledge of technological and engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.
4. **COMPUTER-ASSISTED MAPPING, INCLUDING GEOGRAPHIC INFORMATION SYSTEM (GIS) APPLICATIONS:** These questions test for knowledge of the concepts, terminology and proper procedures to use when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software.
5. **GEOGRAPHIC INFORMATION SYSTEMS (GIS), INCLUDING DATA CONVERSION, PLOTTING, DATABASE CONSTRUCTION, INTERACTIVE EDITING & LABELING:** These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology and proper procedures to use when creating, producing and revising various types of maps and site plans using GIS and computerized mapping software.
6. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
7. **SUPERVISION:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**NOTICE TO CANDIDATES:** It is **recommended** that candidates use a quiet, hand held, solar or battery powered calculator. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)**  
**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**

### INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

#### **MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. **\*\*For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.\*\*** The Cross-Filer Form is found online at: [www2.erie.gov/employment/index.php?q=applications](http://www2.erie.gov/employment/index.php?q=applications) or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

**MILITARY STATUS:** Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

**TRAINING AND EXPERIENCE:** If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

**APPLICATION FORMS:** You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

#### **\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\***

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.